

NAF PERSONNEL OFFICE (VAB)
MWR & VQ Oceana, Dam Neck Annex and Northwest Annex
IN-HOUSE VACANCY ANNOUNCEMENT

02/20/04

Does not confer to Civil Service Status

POSITION: **CLUB OPERATIONS ASSISTANT**

ANNOUNCEMENT # **VB-31-04**

Grade: NF-1101-02

Salary: \$8.00-\$10.00 per/hr

LOCATION: MWR Dept., Food & Beverage Division-O'Club
NAS Oceana, Virginia Beach VA 23460

CLOSING DATE: 02/27/04

AREA OF CONSIDERATION: MWR Dept., Food & Beverage Employees Only

(1) Position (s), Regular Full-Time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Responsible for managing, supervising, and directing the entire club operation during their assigned shift in the absence of the activity supervisor by following the regulations, policies and procedures set by the Club Coordinator. Issuing, receiving and controlling cash receipts and change funds under custody. Verifies cash count of cash receipts and change fund turned in by individual cashiers. Determines cash shortages or overages and closes each register and verify amount of money collected. Completes deposit form. Assures that only authorized patron utilize the club facilities. Maintain order in the club in a tactful and diplomatic manner. May serve as a leader by preparing reports of each operation of incidents (i.e. equipment break down or repair, disruptions during shift pertaining to customers or personnel, etc.) and in assuring work assignments of personnel are preformed, provides supplies and resolved minor problems and complaints of employees, checking work schedules. Close up for the night. Performs other duties as assigned.

QUALIFICATIONS: Thorough knowledge of and/or training in club operations. Possess a sharp people oriented personality to include tact and diplomacy in dealing and communicating with other people. Must have at least one year of related experience. Knowledge of basic arithmetic and cash handling procedures.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: NAF Personnel Office, 875 D Ave, Bldg 531 NAS Oceana, Virginia Beach VA 23460.

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

- **VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-**ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)